

## Departmental Management

Within Departmental Management, the Salaries and Expenses account provides funding for the Secretary, Deputy Secretary and support staff. Responsibilities involve policy development and implementation affecting U.S. and international activities as well as establishing internal goals and operations of the Department. The functions include serving as the primary liaison with the executive branch, and Congressional and private sector groups, and acting as the management and administrative control point for the Department. The Salaries and Expenses account contains Executive Direction that develops and implements Departmental policies and coordinates Bureau program activities to accomplish the Departmental mission and Departmental Staff Services that develops and implements the Department's internal policies, procedures, and other administrative guidelines.

Departmental Management houses the non-appropriated accounts for Advances and Reimbursements and Working Capital Fund. The Advances and Reimbursements account provides a centralized collection source for special tasks or costs and their billing to users. Working Capital Fund finances, on a reimbursable basis, Department-wide administrative functions that are more efficiently and economically performed on a centralized basis. Bureau funding is provided for centralized services such as legal advice, security, printing, building management, information technology, and procurement services.

Departmental Management also contains the Emergency Steel, Oil and Gas Loan Guarantee Programs, enacted in FY 1999 to assist the steel, oil and gas industries.

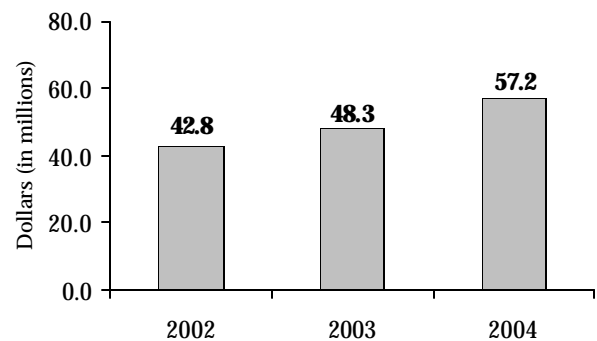
### DM Performance Measures

The Department has reexamined the performance measures used to monitor its progress in providing policy oversight and administrative support services, which represent the bulk of its activity under Departmental Management. Substantial changes have been made to better reflect our most significant activities and to more closely correspond to the government-wide management initiatives established in the President's Management Agenda for FY 2004.

- Performance Goal 1: Ensure Effective Resource Stewardship in Support of the Department's Programs
- Performance Goal 2: Strategic Management of Human Capital
- Performance Goal 3: Acquire and Manage the Technology Resources to Support Program Goals

A more detailed presentation of goals, objectives and performance measures is found in the Department's FY 2004 Annual Performance Plan.

### DM S&E Funding



### Funding Requirements by Performance Goal (Obligations in millions)

	2002	2003	2004
Ensure effective resource stewardship in support of the Department's programs	\$38	\$36	\$36
Strategic management of human capital	4	4	4
Acquire and manage the technology resources to support program goals	7	13	17
Total	49	53	57

## Summary of Appropriations

(Dollars in thousands)

### **Funding Levels**

	<u>2002</u>	<u>2003</u> <u>Estimate</u>	<u>2004</u> <u>Estimate</u>	<u>Increase</u> <u>(Decrease)</u>
Appropriation				
Salaries and Expenses	\$42,804	\$48,254	\$57,191	\$8,937
Emergency Oil and Gas Guar. Loan Program	(5,200)	(920)	0	920
Emergency Steel Guar. Loan Program	0	(96,000)	(25,948)	70,052
Total Appropriation	37,604	(48,666)	31,243	79,909
Transfer of AID Funds (22 USC 2392(a))	6,181			0
<b>TOTAL BUDGET AUTHORITY</b>	43,785	(48,666)	31,243	79,909

### Mandatory: (Credit Reestimate)

Emergency Steel Guar. Loan Program	0	53,749	0	(53,749)
Emergency Oil & Gas Guar. Loan Program	0	31	0	(31)
<b>Total Discretionary Budget Authority</b>	43,785	5,114	31,243	26,129

### **FTE**

Salaries and Expenses	183	223	239	16
Reimbursable	60	98	84	(14)
Working Capital Fund	608	694	695	1
Franchise Fund	25	31	31	0
<b>Total Appropriation</b>	876	1,046	1,049	3

# Highlights of Budget Changes

## Appropriation: Salaries and Expenses

### Summary of Requirements

	Detailed		Summary	
	<u>FTE</u>	<u>Amount</u>	<u>FTE</u>	<u>Amount</u>
<b>2003 Estimate</b>			223	\$48,254
<b>Adjustments to Base</b>				
<b><u>Adjustments</u></b>				
Transfer of CFO Contract Audits				19
<b><u>Other Changes</u></b>				
2003 Pay raise		\$178		
2004 Pay raise		338		
Payment to the Working Capital Fund		91		
Within-grade step increases		231		
Change in compensable day		86		
Civil Service Retirement System (CSRS)		9		
Federal Employees Retirement System (FERS)		(27)		
Thrift Savings Plan		(29)		
Federal Insurance Contributions Act (FICA) -OASDI		(16)		
Health insurance		58		
Employees' Compensation Fund		(36)		
Travel:				
Mileage		1		
Passenger Civil Aviation Security Service Fee		7		
Rent payments to GSA		113		
Postage		6		
Printing and reproduction		1		
NARA		2		
Other services:				
Working Capital Fund		565		
General Pricing Level Adjustments:				
Rental payments to others		1		
Communications, utilities & misc. charges		3		
Other services		141		
Supplies and materials		3		
Equipment		34		
Subtotal, other cost changes			0	1,760
Less Amount Absorbed				(145)
<b>TOTAL, ADJUSTMENTS TO BASE</b>			0	1,634
<b>2004 Base</b>			223	49,888
Program Changes			16	7,303
<b>2004 APPROPRIATION</b>			239	57,191

## Comparison by Activity

	2003 Estimate		2004 Base		2004 Estimate		Increase / Decrease	
	<u>FTE</u>	<u>Amount</u>	<u>FTE</u>	<u>Amount</u>	<u>FTE</u>	<u>Amount</u>	<u>FTE</u>	<u>Amount</u>
<b>DIRECT OBLIGATIONS</b>								
Executive Direction	89	\$18,867	89	\$14,335	101	\$16,003	12	\$1,668
Departmental Staff Services	134	34,382	134	35,553	138	41,188	4	5,635
<b>TOTAL DIRECT OBLIGATIONS</b>	223	53,249	223	49,888	239	57,191	16	7,303
<b>ADVANCES &amp; REIMBURSEMENTS</b>								
COMMITTS	8	82,909	8	82,200	8	82,200	0	0
GSA Rent		38,800		39,900		39,900	0	0
Other	90	16,900	90	17,200	76	15,047	(14)	(2,153)
Total Reimbursible Obligations	98	138,609	98	139,300	84	137,147	(14)	(2,153)
<b>TOTAL OBLIGATIONS</b>	321	191,858	321	189,188	323	194,338	2	5,150
<b>FINANCING</b>								
Unobligated balance, start of year		(5,704)						
Offsetting collections from:								
Federal funds	(98)	(137,900)			(84)	(137,147)		
Subtotal, financing	(98)	(143,604)			(84)	(137,147)		
<b>TOTAL BUDGET AUTHORITY /</b>	223	48,254			239	57,191		
<b>APPROPRIATION</b>								

## Highlights of Program Changes

	<u>Base</u>		<u>Increase / Decrease</u>	
	<u>FTE</u>	<u>Amount</u>	<u>FTE</u>	<u>Amount</u>
<u>Executive Direction</u>	89	\$14,335	+12	+\$1,668
Transfer of White House Liaison & External Affairs Offices from A&R to S&E			+12	+\$1,668

This transfer will move the Office of White Liaison and the Office of External Affairs from the Advances and Reimbursements (A&R) account (funded by DOC bureaus) to the Salaries and Expenses (S&E) account. There will be a commensurate change in the A&R account. These offices are within the Office of the Secretary's Immediate Office. DOC bureaus receive no "direct" benefit from these offices and should not be charged for them. These charges are not part of the bureau's budget requests and bureaus have been forced to absorb these costs. This increase will provide the funding for these two offices within S&E. The Office of White House Liaison reports directly to the Chief of Staff. It oversees the appointment process for executive positions throughout the Department, prepares special reports, and manages specific projects at the request of Secretarial Officers. The Office of External Affairs plans and coordinates the external scheduling for the Secretary of Commerce. This office is responsible for logistical support for the Secretary's domestic and international meetings, conferences, and special activities and initiatives.

	<u>Base</u>		<u>Increase / Decrease</u>	
	<u>FTE</u>	<u>Amount</u>	<u>FTE</u>	<u>Amount</u>
<u>Departmental Staff Services</u>	134	\$35,553	+4	+\$5,635

Herbert C. Hoover Building Renovations & Modernization Project

+2 +\$993

This program increase will establish a Renovations Project Management Office to oversee renovations within the 70-year old Herbert C. Hoover Building (HCHB). The proposed HCHB renovations will bring the facility into compliance with Federal codes, industry standards, public laws, and GSA policy, and will extend the useful life and utility of the structure for the next 30 years. GSA is responsible for the design and construction of the base building and systems. The remaining design responsibilities and construction costs are the responsibility of the DOC. DOC is responsible for some of the interior tenant improvement construction costs; contractor space planning, architect, engineer, communications and relation planning support services; and furniture requirements.

Transfer of GPRA from A&R to S&E

+2 +\$485

This transfer will move the Government Performance and Results Act (GPRA) project from the Advances and Reimbursements (A&R) account (funded by DOC bureaus) to the Salaries and Expenses (S&E) account. There will be a commensurate change in the A&R account. The GPRA office is within the Office of Budget. DOC bureaus receive no “direct” benefit from this office and should not be charged for it. These charges are not part of the bureau’s budget requests and bureaus have been forced to absorb these costs. This increase will provide the funding for this office within S&E. The GPRA office fulfills the three mandates set forth in the GPRA including the Department’s Strategic Plan, Annual Performance Plan, and Annual Performance and Accountability Report. The office works closely with all bureaus to draft, provide quality control, and complete necessary documentation.

E-Government Initiatives

0 +\$4,157

This increase will fund initiatives related to expanding Electronic Government. The President has made expanding E-Government integral to a five-part Management Agenda for making government more focused on citizens and results. These initiatives integrate agency operations and IT investments. Other E-Government initiatives, directly relating to NOAA activities are being funded in the NOAA accounts. Department-wide coordination and oversight is provided by the Department’s CIO.

1. International Trade Process Streamlining Program - \$1,474 – Will provide a one-stop web portal for U.S. Government export promotion services and reduce the paperwork burden on businesses seeking international trade.
2. E-Training - \$590 - Will result in a premier e-training web portal for enhanced one-stop access to high quality training and development opportunities for government employees, and provide increased access to common need e-training courses (i.e., computer security, ethics, prevention of sexual harassment, and diversity).
3. E-Travel - \$546 - To establish a government-wide, web-based, end-to-end travel management service that reduces capital investment and total cost per transaction based on best travel management practices.
4. Integrated Acquisition - \$400 - Will allow agencies to begin sharing common data elements to enable more informed procurement, logistical, payment and performance assessment decisions.
5. E-Authentication - \$1,147 - Will provide a systematic means of “e-Authentication,” that is, authenticating the identity of the remote party to an E-government transaction over the Internet and World Wide Web. Many Government services require that agencies know with some certainty with whom they are dealing with over the Internet, thus requiring authentication.

## Operating Fund: Working Capital Fund

### *Summary of Requirements*

	Detailed		Summary	
	<u>FTE</u>	<u>Amount</u>	<u>FTE</u>	<u>Amount</u>
<b>2003 Estimate</b>			694	\$121,511
<b>Adjustments to Base</b>				
<b>Other Changes</b>				
2003 Pay raise		\$344		
2004 Pay raise		819		
Within-grade step increases		481		
Change in compensable day		211		
Civil Service Retirement System(CSRS)		23		
Federal Employees' Retirement System(FERS)		(65)		
Thrift Savings Plan		(12)		
Federal Insurance Contributions Act (FICA) -OASDI		(43)		
Health insurance		267		
Travel		1		
Rent payments to GSA		199		
Postage		13		
Printing and reproduction		7		
Other Services:				
HCHB Delegation Program		1,580		
General Pricing Level Adjustment:				
Communications, utilities, & misc.		45		
Other services		621		
Supplies and materials		35		
Equipment		14		
Subtotal, other cost changes			0	4,540
<b>TOTAL, ADJUSTMENTS TO BASE</b>			<b>0</b>	<b>4,540</b>
<b>2004 Base</b>			694	126,051
Program Changes			1	3,382
<b>2004 OPERATING LEVEL</b>			<b>695</b>	<b>129,433</b>

## Comparison by Activity

REIMBURSABLE OBLIGATIONS	2003 Estimate		2004 Base		2004 Estimate		Increase / Decrease	
	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount
General Counsel	203	\$27,253	203	\$28,153	203	\$28,153	0	\$0
Public Affairs	15	2,276	15	2,338	15	2,338	0	0
Departmental Staff Services	476	96,240	476	95,560	477	98,942	1	3,382
<b>TOTAL REIMBURSABLE OBLIGATIONS</b>	694	125,769	694	126,051	695	129,433	1	3,382
<b>FINANCING</b>								
Unobligated balance, start of year		(4,258)						
Offsetting collections from:								
Federal funds		(121,511)				(129,433)		
Subtotal, financing	0	(125,769)			0	(129,433)		
<b>TOTAL BUDGET AUTHORITY / APPROPRIATION</b>	694	0			695	0		

## Highlights of Program Changes

	Base		Increase / Decrease	
	FTE	Amount	FTE	Amount
<u>Departmental Staff Services</u>	476	\$95,560	+1	+\$3,382

Occupational Safety & Health Program	+1	+\$544
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This program increase in the Occupational Safety and Health Program supports the Secretary's commitment to provide a comprehensive occupational safety and health program to prevent accidents and injuries. It focuses on implementing a program that includes major initiatives in workplace surveys and assessments, behavior-based accident prevention, ergonomics and training, accident and injury reporting, and expanded health services.

Acquisition Career Management Program	+\$95
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This program increase in the Office of Acquisition Management will help develop, coordinate, and maintain the policies and procedures that govern acquisition of all supplies and services required by the Department through the recruitment and training of acquisition personnel.

WEB-Based Time & Attendance System	+\$159
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This program increase supports report development, licenses and on-going maintenance for full implementation of a web-based Time and Attendance system (WebTA). This increase supports the Administration's initiatives for Strategic Management of Human Capital, Expanded Electronic Government, and Improved Financial Performance. This initiative improves efficiency, data access, and service delivery to clients, enhances data exchange, and assists in modernizing the human resources information system infrastructure.

	<u>FTE</u>	<u>Base Amount</u>	<u>Increase / Decrease</u>
	<u>FTE</u>	<u>Amount</u>	<u>Amount</u>
Learning Management System & Online Training			+\$148

This program increase will provide in excess of 1,000 courses including business, professional development, human resources, performance management courseware, and information technology. It will reduce or eliminate redundancies in training and provide cost-effective economies for the delivery of e-training services. This program increase includes the purchase and testing of all software, set up fee, training, class scheduler, courseware, and customer support, and is available for employees with disabilities.

Commerce Standard Acquisition Reporting System (CSTARS)	+\$700
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This program increase will provide for a financial interface between the Commerce Administrative Management System (CAMS) Core Financial System and Commerce Standard Acquisition Reporting System (CSTARS). This initiative includes costs for license renewal and maintenance to support over 500 users and increased costs related to migration to a web-enabled application. The CSTARS Program supports e-Commerce activities promoted by Executive Order, the President's Management Council, the Department's Chief Information Officer, and the Chief Financial Officer. Plans are underway to interface CSTARS with the Department's CAMS/Core Financial System to help ensure "clean financial audits."

National Finance Center	+\$1,558
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This program increase will support the e-payroll effort to transform the current Federal payroll service delivery environment. The National Finance Center (NFC) is one of the major cross-servicing payroll providers. It is one of the most experienced and successful franchising service providers in the Federal government. NFC provides centralized, automated, integrated systems and support services for payroll, personnel, accounts receivable, administrative payments, property management, budget, and accounting activities. This initiative will cover costs to conduct an intensive payroll data integrity review and undergo massive data analyses.

Integrated Acquisition Environment	+\$178
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This program increase will fund Commerce's participation in the Integrated Acquisition Environment (IAE) which consolidates the Federal government's common acquisition functions within a shared services environment. The IAE will create a common, integrated business process and increased data sharing to enable better business decisions in procurement, logistics, payment and performance assessment. The IAE will create a secure business environment for acquisition that will facilitate and support the cost-effective acquisition of goods and services to meet the Department's mission needs. This increase will cover anticipated costs to support implementation of these initiatives within the Department during FY 2004.



## ***Direct Cost by Office***

<b>Offices</b>	2004 Estimate	
	<u>FTE</u>	<u>Amount</u>
Human Resources Management	52	\$16,799
Civil Rights	20	2,197
Executive Budgeting and Assistance Management	34	2,945
Financial Management	48	17,323
Security	145	22,361
Administrative Services	115	25,294
Acquisition Management	25	6,107
Chief Information Office	36	5,755
Management and Organization	2	161
Subtotal, Departmental Staff Services	477	98,942
General Counsel	203	28,153
Public Affairs	15	2,338
<b>Total Working Capital Fund</b>	695	129,433

## ***Distribution by Bureau***

<b>Bureaus</b>	<u>FY 2004 Amount</u>
Office of the Secretary	\$9,508
Office of Inspector General	1,613
Economic Development Administration	1,973
Bureau of the Census	23,761
Economic and Statistical Analysis	2,731
International Trade Administration	24,969
Bureau of Industry and Security	6,814
Minority Business Development Agency	1,620
National Oceanic and Atmospheric Administration	38,758
Patent and Trademark Office	1,041
Technology Administration	1,119
National Institute of Standards and Technology	10,262
National Technical Information Service	608
National Telecommunications and Information Administration	3,857
Office of Computer Services	427
Total Commerce Bureaus	129,061
Other Agencies	372
<b>Total</b>	<b>129,433</b>

## Appropriation: Emergency Oil and Gas Loan Guarantee Program

### Summary of Requirements

	Detailed		Summary	
	<u>FTE</u>	<u>Amount</u>	<u>FTE</u>	<u>Amount</u>
<b>2003 Estimate</b>				(\$920)
<b>Adjustments</b>				
Adjustments for Proposed FY 2003 Rescission				920
<b>2004 Base</b>				0
Program Changes				0
<b>2004 APPROPRIATION</b>				0

### Comparison by Activity

	2003 Estimate		2004 Base		2004 Estimate		Increase / Decrease	
	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount
<b>DIRECT OBLIGATIONS</b>								
Guarantee Loan Subsidy	0	\$0	0	\$0	0	\$0	0	\$0
Admin. Expenses	0	619	0	0	0	0	0	0
<b>Subtotal, Discretionary Oblig.</b>	0	619	0	0	0	0	0	0
Credit Reestimates		31						
<b>TOTAL DIRECT OBLIGATIONS</b>	0	650			0	0		
<b>FINANCING</b>								
Unobligated balance, start of year		(1,541)						
Unobligated balance, withdrawn		2						
Unobligated balance, end of year		0						
Subtotal, financing	0	(1,539)			0	0		
<b>TOTAL DISCRETIONARY</b>	0	(920)			0	0		
<b>BUDGET AUTHORITY</b>								
<b>TOTAL, MANDATORY BUDGET AUTHORITY</b>		31						

# Appropriation: Emergency Steel Loan Guarantee Program

## Summary of Requirements

	Detailed		Summary	
	<u>FTE</u>	<u>Amount</u>	<u>FTE</u>	<u>Amount</u>
<b>2003 Estimate</b>				(\$96,000)
<b>Adjustments</b>				
Adjustments for Proposed FY 2003 Rescission				96,000
<b>Financing</b>				
Rescission of Unobligated Balances				(25,948)
<b>2004 Base</b>			0	(25,948)
Program Changes			0	0
<b>2004 APPROPRIATION</b>				(25,948)

## Comparison by Activity

	2003 Estimate		2004 Base		2004 Estimate		Increase / Decrease	
	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount
<b>DIRECT OBLIGATIONS</b>								
Guarantee Loan Subsidy	0	\$0	0	\$0	0	\$0	0	\$0
Admin. Expenses	0	572	0	0	0	0	0	0
<b>Subtotal, Discretionary Oblig.</b>	0	572	0	0	0	0	0	0
Credit Reestimates		53,749						
<b>TOTAL DIRECT OBLIGATIONS</b>	0	54,321			0	0		
<b>FINANCING</b>								
Unobligated balance, start of year		(122,520)				(25,948)		
Unobligated balance, end of year		25,948						
Subtotal, financing	0	(96,572)			0	(25,948)		
<b>TOTAL DISCRETIONARY</b>	0	(96,000)			0	(25,948)		
<b>BUDGET AUTHORITY</b>								
<b>TOTAL, MANDATORY BUDGET AUTHORITY</b>		53,749						